SUPPORT REQUEST

Prescribing Directive McCoy 350-2

FROM:

DATE:

THRU:

TO:
Directorate of Training, Mobilization & Security
(AFRC-FM-TMR-S)
2168 South 8th Avenue
Fort McCoy, Wisconsin 54656-5156

To request support for Annual Training (AT) or Multiple Unit Training Assemblies (MUTA) at Fort McCoy, complete this form and submit through command channels for approval. The original must be forwarded to Fort McCoy with approval from the RSC, RSG or TAG. If this support request form does not express your support needs clearly and concisely, enclose the appropriate documents to reemphasize important points or support materials. If this is a consolidated support request list all units included:

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1. Training period: _____

2. Type of training: _____ MUTA or _____ ANNUAL TNG

3. Training objectives:

_____
(NVG, Weapons Qualification, ARTEP, MOS Training, etc.)

4. (a) UIC: _____ (b) DODAAC: _____

5. Unit POC: _____
Rank Name Phone

6. Unit's RSC or TAG: _____

7. Total number of personnel to be physically at Fort McCoy: _____

_____ ARNG
_____ USAR
_____ RA
_____ USMCR
_____ USNR
_____ USAF
_____ OTHER

8. Complete the elements below based on the number of personnel to be PHYSICALLY at Fort McCoy.

ELEMENTS	NO. OFF M/F	NO. EP M/F	ARRIVAL DATE/TIME	DEPARTURE DATE/TIME	MODE OF TRAVEL	OIC
a. Advance Party						
b. Main Body						
c. Rear Detachment						

9. BILLETING REQUIREMENTS

NAF QUARTERS: Rooms reserved in this section require payment. These rooms are TDY quarters furnished with cleaning service and amenities. Units requesting rooms for Generals, Unit Commanders, other officers and senior enlisted will provide the Billeting Office with a roster prior to arrival. Roster will include rank, name, SSN, unit and dates required. FAX rosters to (608) 388-3946. For more information call (608) 388-2107. # of rooms requested:

General Officer	Unit Commander	Other Officers	Sr. Enlisted (SFC-SGM) Male	Sr. Enlisted (SFC-SGM) Female

AT and MUTA BOQ/BEQ: Rooms requested in this section are for officer and senior enlisted at no cost to the occupant. Unit will sign for rooms, linen and clean rooms for turn-in. Unit may request cleaning service with unit funds or personal payment as a group. Number of rooms required:

Male Officer	Female Officer	Sr. Enlisted (SFC-SGM) Male	Sr. Enlisted (SFC-SGM) Female

10. BUILDING REQUIREMENTS

Barracks (Cap 50) Male _____ Female _____ Dispensary _____

Admin (Cmd Bldg) _____ (Bn) _____ Company _____

Classrooms _____ (Capacity each) _____ Chapel _____

Dining Facility (Consolidated) _____ (Company) _____ (Refrigeration Only) _____

If not drawing a dining facility, state dining plans (Garrison Mess Bldg 50, dine with another unit or field, etc.)

(For units without organic dining capability, or requiring advance party to be fed, indicate support required in paragraph 16.)

Maintenance Facility _____

11. PARKING SPACE REQUIREMENTS:

Wheeled Vehicles _____

Track Vehicles _____

POV's _____

Aircraft (Number/Type) _____

12. If training activities required joint facility usage with another unit, state unit, type facilities, and dining plans.

_____

13. POL SUPPORT: (# of gals) MOGAS _____ JP-8 (Ground) _____ JP-8 (Aviation) _____

14. CHEMICAL LATRINE REQUIREMENTS:

Number of Latrines: Date(s) Required

15. COMPUTER, COMMUNICATIONS, & NETWORK REQUIREMENTS:

A. Communication Requirements

1. Sincgars Single Channel (SC) # of Frequencies _____
2. Sincgars Frequency Hopping (FH) 200 Freqs: YES / NO _____
3. FM (AN/VCR-12; AN/PRC-77 # of Frequencies _____
4. AM (2018.5 Khz - 27950.0 Khz) # of Frequencies _____
5. AN/PRC - 127 # of Frequencies _____
6. VHF # of Frequencies _____
7. UHF # of Frequencies _____

Telecommunications needs: Request for telephone(s), FAX, modem connections, or mag line(s) support should be submitted on a telephone request form, DA 3938 to DBS IM, BLDG 1941, 2 weeks in advance of required date. Mag line(s) or dial line(s) require a pedestal number for training outside of the cantonment area.

B. NETWORK REQUIREMENTS:

1. LAN Connectivity (internet): YES/NO _____
   a. Bldg number(s) (if known) _____
   b. Number of LAN connections required: _____
2. Date equipment required: _____
3. Email accounts will be AKO account only

C. COMPUTER REQUIREMENTS

1. PC requirements, how many: _____
2. Printer requirements, how many: _____
3. Date equipment required and duration: _____
4. Operating system will be WIN 2000 or WIN XP
5. Software shall be standard Fort McCoy Software load:

ADDITIONAL REQUIREMENTS:

Send email to the DBS IM Help Desk with requirements not identified block #15
Help Desk email address is: helpdesk@emh2.mccoy.army.mil

FOR ADDITIONAL ASSISTANCE CALL DSN 280-3737 or 608-388-3737

16. DINING SUPPORT FROM INSTALLATION DINING FACILITY (BLDG 50): Number of persons each meal: (Units with organic mess, for advance and rear detachments ONLY).

DATE	BREAKFAST	LUNCH	DINNER

17. EQUIPMENT REQUIREMENTS: AT/MUTA Units: Submit equipment request through command channels on FORSCOM Form 156-R to CDR, 88th RSC DCSLOG, (AFRC-CMN-LG), 506 Roder Circle, Fort Snelling, MN 55111-4009.

18. COPIER REQUEST: Quantity

FAX MACHINE REQUEST: Quantity

DATES REQUIRED:

_____

Commander 's Signature

_____

Commander 's Name (Printed)
Rank